

**\*United States Army Alaska Supplement 1 to Army Regulation 1-20**

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
FORT RICHARDSON, ALASKA 99505-5000**

**United States Army Alaska Supplement 1 to Army Regulation 1-20**

**31 May 1996**

**Administration**

**Legislative Liaison**

**Supplementation.** Further supplementation is prohibited without prior approval from this headquarters, Attention: APVR-RAG-PA.

**Suggested improvements.** The proponent agency of this supplement is the Adjutant General (AG), Plans and Actions. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RAG-PA.

**Army Regulation (AR) 1-20, dated 13 August 1990, is supplemented as follows:**

**Page 8, paragraph 6-2, Correspondence with Individual members of Congress.** Paragraphs 6-2b(1) through (3) are added as follows:

(1) The commander, United States Army Alaska (USARAK) will retain the responsibility for the review, signature, and dispatch of replies to all communications from Alaskan Members of Congress. The chief of staff, USARAK will sign all other correspondence to Members of Congress.

(2) All congressional inquiries not addressed by name to the commanding general, pertaining to matters within subordinate commands or tenant units, will be received/monitored by AG, Plans and Actions (APVR-RAG-PA). AG, Plans and Actions will task commanders/staff officers/activity chiefs for necessary action, preparation of a draft reply (first endorsement), and input for preparing the response to Members of Congress.

**Page 8, paragraph 6-2, Correspondence with Individual Members of Congress.** Add the following to paragraph i(1):

On rare occasions when an interim response is required, the agency/command tasked will (within 3 working days after receipt) furnish AG, Plans and Actions, with a written explanation for the delay and the expected date of final reply (a field exercise is not a valid reason). An interim response to the Office of the Chief of Legislative Liaison or the Members of Congress will be prepared by AG, Plans and Actions, and signed by the AG.

**Page 8, paragraph 6-2, Correspondence with Individual Members of Congress.** Add the following to paragraph l(1):

Telephonic congressional inquiries received within this command will be answered within 24 hours. The congressional liaison at this headquarters, AG, Plans and Actions, will return the call to the Office of the Chief of Legislative Liaison/Member of Congress to close the inquiry.

**Page 8, paragraph 6-2, Correspondence with Individual Members of Congress.** Add paragraph m as follows:

m. Appendix B explains action to be taken in answering congressional inquiries. Commanders and other officials will ensure AG, Plans and Actions, is provided copies of all communications (Optional Form (OF) 271 (Conversation Record) or memorandum for record) from Members of Congress.

**USARAK Supplement 1 to AR 1-20**

**Page 10, References.** Add the following to section III:

**DA Form 2080**

Recommended Changes to Publications and Blank Forms

**OF 217**

Conversation Record

**Page 10a.** Insert the attached appendix B in the basic regulation.

**Page 11, Glossary.** Add the following:

**AG**

adjutant general

**DSN**

Defense Switched Network

**USARAK**

United States Army Alaska

FOR THE COMMANDER:

OFFICIAL:

WALLACE E. MATTESON  
COL, IN  
Chief of Staff

//Original Signed//

FREDRICK J. LEHMAN

LTC, SC

Director of Information Management

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1 - Commander, United States Army Pacific Command, Attention: APIM-OIR  
Fort Shafter, Hawaii 96858-5100

## Appendix B

### Action to be Taken in Answering Congressional Inquiries

<p><u>Rule A:</u> Written congressional inquiries from the Office the Office of the Chief of Legislative/Member of congress that require a Acreply.</p>	<p><u>Action:</u> AG, Plans and Actions (APVR-RAG-PA), tasks the brigade/battalion commander/director concerned by memorandum, enclosing a copy of the inquiry. The brigade/battalion commander/director signs the response, using a first endorsement. It must be return to AG, Plans and Actions, within 3 working days. AG, Plans and Actions, prepares a final reply for the commanding general's/chief of staff's signature. After signatures, AG, Plans and Actions, is responsible for dispatching correspondence and providing information copies of the signed reply to the Office of the Chief of Legislative Liaison, United States Army Pacific Command, and applicable command offices.</p>
<p><u>Rule B:</u> Written congressional inquiries received directly by commanders/directors from Members of Congress.</p>	<p><u>Action:</u> The brigade/battalion commander/director immediately informs AG, Plans and Actions, of the inquiry. The commander/director then formulates a draft response, within 3 working days, containing all the required information, and furnishes a complete packet to AG, Plans and Actions. AG, Plans and Actions, prepares the final reply for the commanding general's/chief of staff's signature. Information copies are furnished by AG, Plans and Actions, to the command staff office concerned.</p>
<p><u>Rule C:</u> Answer telephonic congressional inquiries within 24 hours.</p>	<p><u>Action:</u> AG, Plans and Actions, contacts a commander/director verbally for needed information. Responses to telephonic inquiries are made by AG, Plans and Actions. If telephonic inquiries are made directly to the commander/director, an information copy of the telephonic conversation record will be furnished by the commander/director to AG, Plans and Actions.</p>
<p><u>Important Reminders:</u> All written congressional inquiries have a 5 working day suspense. Commanders/directors have a 3 working day suspense to AG, Plans and Actions. All telephonic congressional inquiries have a 24-hour suspense.</p> <p>Headquarters, DA policy is to make minimum information available to Members of Congress and their staffs. It is the responsibility of all persons involved to ensure that replies are clear, concise, courteous, complete, and presented in a logical manner. All allegations and issues raised in the inquiry must be addressed; if they cannot be answered, so state and provide the reason why.</p> <p>Replies should be "civilianized" as much as possible. Avoid using Army jargon, acronyms, military terms, abbreviations, and medical terms.</p> <p>Provide information that the congressional office can use in a reply back to its constituent. Do not cite a paragraph of an AR, or quote it. Instead, furnish an extract or paraphrase (most Members of Congress do not have ARs for reference). Show that we care about our soldiers and where possible, we are working with her/him to resolve the problem.</p> <p>Garrison level responses are submitted through the garrison commander. All other responses are submitted and reviewed by their respective major subordinate command commander.</p> <p>Any questions concerning congressional inquires should be directed to AG, Plans and Actions (APVR-RAG-PA), Defense Switched Network (DSN) 384-1975.</p>	